

Yosemite CCD Board Policy and Administrative Procedure Continuous Review Cycle

Purpose and References

The YCCD Board Policy and Administrative Procedure Continuous Review Cycle provides for:

- an annual review of legal update revisions provided by the CCLC in fall and spring necessitated by changes to Federal/State statutes and/or regulations, as well as accreditation standards; and,
- a comprehensive six year review cycle for all BPs and APs by chapter.

The annual and comprehensive reviews are conducted concurrently and scheduled so as to create a realistic and efficient workflow for reviewing groups. The need for timely and continuous review of BPs and APs is driven by the YCCD's commitment to fulfilling the District's/colleges' missions in service to students, maintaining legal and regulatory compliance, providing clarity regarding District policies, and coinciding with accreditation standards.



Related Accreditation Standards I.B.7, I.C.5, and IV.C.7

- **I.B.7:** The institution regularly evaluates its policies and practices across all areas of the institution, including instructional programs, student and learning support services, resource management, and governance processes to assure their effectiveness in supporting academic quality and accomplishment of mission.
- **I.C.5:** The institution regularly reviews its institutional policies, procedures, and publications to assure integrity in all representations of its mission, programs, and services.
- **IV.C.7:** The governing board acts in a manner consistent with its policies and bylaws. The board regularly assesses its policies and bylaws for their effectiveness in fulfilling the college/district/system mission and revises them as necessary.

Review Cycle – Annual and Comprehensive Chapter Reviews

Goal 1: Annual review of policies/procedures incorporating biannual legal update revisions issued in fall and spring by the CCLC.

Goal 2: Six year review cycle of all policies/procedures (coinciding with future accreditation site visits in 2017 and 2023).

		Fall CCLC Update Provided							Spring CCLC Update Provided						
	August	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	March	April	May	June	July			
Annual	Step 3. Fall→board			Step 1. Fall→leaders						Step 2. Spring→constituents			Step 3. Spring→board		
Comp	... Comp→leaders			Step 2. Comp→constituents						Step 3. Comp→board			Step 1. Comp→leaders		

Schedule – Six Year Cycle of Comprehensive Chapter Reviews

LR = Legally Required LA = Legally Advised GP = Good Practice

Board Policy		Administrative Procedures		Leadership Review (subject matter areas)	P&P Committee & Constituent Review	Board Consideration
Chapter 1: The District 2 BPs current (1-LR) 0 potential additions are legally required 0 potential additions are legal advised 0 potential additions are good practice	Chapter 1: The District 0 APs current 0 potential additions are legally required 0 potential additions are legal advised 0 potential additions are good practice	Chapter 2: Board of Trustees 41 BPs current (LR 4-LA 9-GP) 1 potential additions are legally required 0 potential additions are legal advised 0 potential additions are good practice	Chapter 2: Board of Trustees 15 APs current (4-LR 3-LA 5-GP) 2 potential additions are legally required 0 potential additions are legal advised 1 potential additions are good practice	Summer 2015	Fall 2015	Spring 2016
Chapter 3: General Institution 42 BPs current (34-LR 4-LA 1-GP) 0 potential additions are legally required 0 potential additions are legal advised 0 potential additions are good practice	Chapter 3: General Institution 20 APs current (8-LR 4-LA 3-GP) 1 potential additions are legally required 1 potential additions are legal advised 2 potential additions are good practice	Chapter 4: Academic Affairs 43 BPs current (14-LR 10-LA 1-GP) 1 potential additions are legally required 0 potential additions are legal advised 1 potential additions are good practice	Chapter 4: Academic Affairs 8 APs current (3-LR 0-LA 0-GP) 0 potential additions are legally required 1 potential and items are legal advised 0 potential additions are good practice	Summer 2016	Fall 2016	Spring 2017
Chapter 5: Student Services 21 BPs current (22-LR 7-LA 0-GP) 0 potential additions are legally required 1 potential additions are legal advised 0 potential additions are good practice	Chapter 5: Student Services 3 APs current (17-LR 3-LA 2-GP) 2 potential additions are legally required 0 potential additions are legal advised 0 potential additions are good practice	Chapter 6: Business & Fiscal Affairs 30 BPs current (14-LR 11-LA 2-GP) 0 potential additions are legally required 4 potential additions are legal advised 0 potential additions are good practice	Chapter 6: Business & Fiscal Affairs 10 APs current (4-LR 1-LA 1-GP) 12 potential additions are legally required 1 potential additions are legal advised 0 potential additions are good practice	Summer 2017	Fall 2017	Spring 2018
Chapter 6: Business & Fiscal Affairs 30 BPs current (14-LR 11-LA 2-GP) 0 potential additions are legally required 4 potential additions are legal advised 0 potential additions are good practice	Chapter 6: Business & Fiscal Affairs 10 APs current (4-LR 1-LA 1-GP) 12 potential additions are legally required 1 potential additions are legal advised 0 potential additions are good practice	Chapter 7: Human Resources 43 BPs current (14-LR 3-LA 1-GP) 0 potential additions are legally required 4 potential additions are legal advised 0 potential additions are good practice	Chapter 7: Human Resources 22 APs current (5-LR 3-LA 0-GP) 7 potential additions are legally required 0 potential additions are legal advised 0 potential additions are good practice	Summer 2018	Fall 2018	Spring 2019
Chapter 7: Human Resources 43 BPs current (14-LR 3-LA 1-GP) 0 potential additions are legally required 4 potential additions are legal advised 0 potential additions are good practice	Chapter 7: Human Resources 22 APs current (5-LR 3-LA 0-GP) 7 potential additions are legally required 0 potential additions are legal advised 0 potential additions are good practice	Chapter 7: Human Resources 43 BPs current (14-LR 3-LA 1-GP) 0 potential additions are legally required 4 potential additions are legal advised 0 potential additions are good practice	Chapter 7: Human Resources 22 APs current (5-LR 3-LA 0-GP) 7 potential additions are legally required 0 potential additions are legal advised 0 potential additions are good practice	Summer 2019	Fall 2019	Spring 2020
Chapter 7: Human Resources 43 BPs current (14-LR 3-LA 1-GP) 0 potential additions are legally required 4 potential additions are legal advised 0 potential additions are good practice	Chapter 7: Human Resources 22 APs current (5-LR 3-LA 0-GP) 7 potential additions are legally required 0 potential additions are legal advised 0 potential additions are good practice	Chapter 7: Human Resources 43 BPs current (14-LR 3-LA 1-GP) 0 potential additions are legally required 4 potential additions are legal advised 0 potential additions are good practice	Chapter 7: Human Resources 22 APs current (5-LR 3-LA 0-GP) 7 potential additions are legally required 0 potential additions are legal advised 0 potential additions are good practice	Summer 2020	Fall 2020	Spring 2021

Volume: 229 Board Policies (BPs) of which 108 have corresponding Administrative Procedures (APs)
 168 Potential Additions (66 BPs & 102 APs)
 397 Total documents reviewed over the six year continuous review cycle

rev. 8/10/15, cmc